

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
Keith N. Liles, Council Member
Sabrina McCarty, Council Member
Janet Scheid, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

**Vinton Town Council
Regular Meeting
Council Chambers
311 South Pollard Street
Tuesday, December 5, 2017**

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- B. MOMENT OF SILENCE**
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
- E. REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS**
- F. CONSENT AGENDA**
 - 1. Consider approval of the minutes:
 - a. Regular Council meeting of November 7, 2017
 - b. Joint Meeting with Volunteer Fire Department of November 14, 2017
- G. AWARDS, INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS**
- H. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.**
- I. TOWN ATTORNEY**
- J. ITEMS REQUIRING ACTION – TOWN MANAGER**
 - 1. Presentation of the June 30, 2016 Comprehensive Annual Financial Report by Brown Edwards & Company, LLP and consider adoption of a Resolution approving and accepting said Report – **Anne Cantrell**

K. BRIEFINGS – TOWN MANAGER

1. Briefing on petition of Brigitte Howard for a Special Use Permit (SUP) to operate a family home day care at 1567 South Pacific Drive, Tax Map Number 061.09-01-42, zoned R-1 Residential District – **Karla Turman**
2. Briefing on the Town receiving a \$3,000 CDBG Planning Grant from the Department of Housing and Community Development (DHCD) to assist the Town in assessing the potential for developing a Housing Rehabilitation Program for neighborhoods adjacent to the Downtown Business District – **Pete Peters**

L. TOWN MANAGER

M. REPORTS FROM COUNCIL COMMITTEES

1. Finance Committee
 - a. Financial Reports for September 2017 and October 2017

N. MAYOR

O. COUNCIL

P. ADJOURNMENT

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

NEXT TOWN COUNCIL/COMMITTEE MEETINGS:

December 6, 2017 - 4:30 p.m. – Public Safety Committee Meeting – Council Chambers

December 7, 2017 - 8:30 a.m. – Economic Development Committee Meeting – TOV Conference Room

December 11, 2017 - 1:00 p.m. – Finance Committee Meeting – TOV Conference Room

December 12, 2017 – 6:00 p.m. – Gish’s Mill Open House – Vinton War Memorial

December 19, 2017 – 7:00 p.m. – Council Meeting – Council Chambers



Town Council Agenda Summary

Meeting Date

December 5, 2017

Department

Town Clerk

Issue

Consider approval of the minutes:

- a. Regular Council meeting of November 7, 2017
- b. Joint Meeting with Volunteer Fire Department of November 14, 2017

Summary

None

Attachments

November 7, 2017 minutes
November 14, 2017 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, NOVEMBER 7, 2017, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

MEMBERS PRESENT: Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
Keith N. Liles
Sabrina McCarty
Janet Scheid

STAFF PRESENT: Barry W. Thompson, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Susan Waddell, Town Attorney
Pete Peters, Assistant Town Manager
Anne Cantrell, Treasurer/Finance Director
Tom Foster, Police Chief
Anita McMillan, Planning & Zoning Director
Joey Hiner, Public Works Director

The Mayor called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Liles, Council Member McCarty, Council Member Scheid, Vice Mayor Hare and Mayor Grose present.

Roll call

After a Moment of Silence, Council Member Liles led the Pledge of Allegiance to the U.S. Flag.

The Mayor next called on Chief Tom Foster to give a quote. Chief Foster commented that since it is election day, he would share the following quote from Sir Winston Churchill—"It has been said that democracy is the worst form of government except for all the others that have ever been tried" and made additional comments.

Under upcoming community events, Council Member McCarty announced the following events: November 5-4:30-6:30 p.m.-Mast Band Concert featuring all of the Roanoke City and Roanoke County Bands-Salem Civic Center; November 10-10 am-2 pm-Open House in honor of Veterans Day-Vinton History Museum; November 10-9-11 am-Free Breakfast for Veterans-William Byrd High School; November 10-5:30-6:30 p.m.-Blue Ridge Veterans Celebration-War Memorial; November 3-19-The Second Man-Star City Playhouse; November 30-Christmas Parade and November 11-Mingle at the Market with Fuzzy Logic-Farmer's Market. She commented on the success of the Downtown Trick or Treat event.

Council Member McCarty also announced that Donna Collins reported that as of November 1st all of the Town's full-time staff is now First Aid/CPA/AED certified and expressed thanks to Volunteer First Aid Chief Wayne Guffey, Captain Chad Helms, John Foutz and David Rodgers for their assistance with this training.

Under requests to postpone, add to or change the order of agenda items, the Town Manager requested that Item J, the Public Hearing concerning the Town's proposed elimination of certain Valley Metro bus stops within the Town's limits be moved to the next item after Item F, Consent Agenda. There are several individuals present that rode the RADAR bus and need to meet the pick-up time at 8:15 p.m.

Vice Mayor Hare made a motion to approve the Consent Agenda as presented; the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

The next item on the agenda, which was moved from Item J, was the consideration of public comments concerning the Town's proposed elimination of certain Valley Metro bus stops within the Town's limits. The Mayor opened the Public Hearing at 7:10 p.m. and indicated that all comments would be limited to three minutes each.

The Town Manager commented that at the October 3rd Council meeting, the Finance Committee recommended that Council move forward with a Public Hearing. The recommendation was based on information provided by Valley Metro that these stops have very low ridership and there are other stops within a block or two that the riders could use. The Committee also recommended that a community meeting be held and a survey created online to receive public input. The Community meeting was advertised and was held on October 30th at the Vinton War Memorial from 6:00-7:30 p.m. with 11 citizens in attendance. A recap of that meeting and a summary of the 18 responses to the survey were provided with the agenda package.

Anne Cantrell next showed a PowerPoint slide and commented that during the budget cycle it was determined that the cost of the Valley Metro bus service had grown at a cost much higher than inflation. The orange line shows what the cost would

Approved minutes of the Regular Council meeting of October 3, 2017

Public Hearing opened

have been if it had stayed flat with inflation. The purple line shows the increase in the cost that has been growing at a steady rate over the past few years.

The Town Manager next commented that the cost was analyzed over the past fiscal year. Of the approximate \$120,000 total, the FIXED Route was 61% or \$73,000 and the STAR Route was 38% or \$46,000. Over that time period it was also noted that the ridership had declined, but the cost had continued to rise. The cost is based on mileage and ridership on the FIXED Route and the STAR cost is based strictly on ridership.

Valley Metro sets the cost of the rate on the FIXED Route and recently held a Public Hearing on the proposed increase to the FIXED Route cost from \$1.50 to \$1.75 and limiting the number of trips on the STAR unlimited pass to 52.

The Finance Committee requested that Valley Metro do a ridership study on the Vinton routes, which was done for part of the month of January and all of February 2016. That information was analyzed and it was determined that certain stops along the route were underutilized. A recommendation was made to consider eliminating stops to reduce the mileage and the cost to the Town.

Ms. Cantrell next commented on the slide showing the map of the existing Valley Metro Service in the Town and another showing the proposed elimination of service on Washington Avenue.

The Town Manager commented that Carl Palmer and Kevin Price with Valley Metro and Sherman Stovall with the City of Roanoke were present.

The Mayor opened up the floor for public comments. A caregiver for Stephen Grammar of Grandin Road, Roanoke, first commented that Mr. Grammar was an advocate for the disabled and then a recorded statement from Mr. Grammar was played asking what Valley Metro planned to do with the extra funding that should be created by the rate hikes and bus stop eliminations. Michael Carden of 8th Street, Vinton, commented that this was happening because of the federal budget cuts and lack of state funding for the localities.

Judy Ratcliff of Clearview Manor, Vinton, asked if a rider would purchase another pass once the 52 stops

are used up on the STAR pass. Kevin Price with Valley Metro responded the new proposal would be set by the calendar for each month. The 52 ride pass would go as long as needed and if someone goes over the 52, they would have to buy another booklet. Vice Mayor Hare commented that limiting the unlimited pass has not yet been decided by Valley Metro.

Reverend B. Failes of Thrasher Memorial United Methodist Church, Vinton, commented that individuals that come to the Church on Mondays and Wednesdays as well as to Vinton Baptist depend on the bus service and asked if the route could be adjusted since there are not sidewalks in some areas. Council Member Scheid asked how many individuals he was talking about and he responded approximately 15-20 on a Wednesday night and approximately five on Monday nights. Dave Jones of Olney Road, Vinton, also commented on the need for the bus service for individuals that come to the Church and to other destinations. He agreed with the suggestion of relocating the route and with limiting the unlimited STAR pass to 52 and suggested combining trips. With regard to the suggestion of combining trips, Carl Palmer explained that it depended on the proximity and closeness and that they do not want individuals to have to wait too long and have a window of 35-40 minutes. The age, disability and specific destination and time of arrival are also factored in. They would look at this suggestion more closely because it is to their advantage to be more efficient.

With regard to Mr. Grammar's question concerning the funding, Council Member Scheid responded that part of the answer for the Town was trying to eliminate some bus stops in order to reduce the impact on the budget. The fare that bus riders pay whether it is the FIXED or STAR Route does not cover the cost of the service. Her understanding is that the \$1.50 currently paid covers approximately one-half of the cost. Mr. Palmer further commented that Valley Metro recovers approximately 23-25% from the fare box. For every dollar that they spend to provide the service, only \$0.25 comes out of the fare box. The remaining comes from the federal government which is up to 34% and the balance is shared among the local jurisdictions. Ridership is going down dramatically all over the country with the State of Virginia being roughly 20% compared to this time last year. They have not reduced the service, but their costs have gone up roughly 2.4% a year for

the last ten years. Council Member Scheid asked the reason that ridership has gone down 20%. Mr. Palmer responded that to an extent, some of it has to do with fuel prices at the gas pump being lower and with other alternatives for transportation such as Uber and others that provide more flexibility and expediency in terms of travel time. .

Council Member Liles commented on the number of riders on the buses and asked if Valley Metro had looked at reducing the size of the buses. Mr. Palmer responded that the cost of maintaining two sets of fleets is expensive. The 15-passenger bus is limited in terms of its capacity depending upon the mobility aids that passengers use. In terms of cost, the cost per hour does not change based on the size of the vehicle because around 68% of their costs are labor. Mr. Palmer next commented on the cost of fuel to Valley Metro.

Sherry Beckner of Mansard Square, Vinton, commented on her use of the bus service in the past as a single Mom for her and her children. Currently when she uses the bus, she boards at Thrasher Memorial United Methodist Church. If there was not a stop there, she would have to walk up the steep hill on Pine Street. The stops on Washington are needed. Bessie Dunlop of Clearview Manor, Vinton, commented that she does not use the bus system. She then asked why was the survey done in January and February which are the two worst months of the year and the majority of elderly and handicapped people are unable to get out. That would be the reason for the low ridership. Mr. Grammar's caregiver commented on his behalf that he felt they are having to pay more but are taking away some of the local options they have.

The Mayor commented that this meeting was to examine the possibility of changing some of the stops. We are not going to eliminate the bus service but want to make sure it is operating in an efficient and effective manner so we can in fact always maintain some type of bus service in the Town. We want to hear from the citizens because we understand how important this service is and we want to make the right decisions.

April Williams of Mansard Square, Vinton, who was present at the meeting, provided a handwritten statement that she wanted the bus stop at Thrasher Memorial Church to be maintained.

Vice Mayor Hare commented that the Town does not control the cost of the bus services. The only thing we can control is how many miles the bus runs in the Town. We are trying to figure out the most efficient way to provide the service to the citizens by eliminating any stops that are not being used or if there are multiple stops close enough together that we can move routes around. We are responsible ultimately for the budget of this community and the projection is that the bus service will cost us \$120,000 this year and we only have \$100,000 in the budget. Whatever Valley Metro chooses to do with the rates, we are acting on what we can control.

In closing, the Mayor commented that the information gathered tonight and at the Community meeting was very important. In his opinion for the immediate future we are going to see the expense of public transportation continually increase, but the need is not going to go away. The Town wants to make sure that the taxpayers' money is being spent in the best possible manner, but at the same time insuring that our citizens continue to have a bus service in the Town. Council needs to consider this matter further before taking action and the agenda states that action will be taken at the November 21, 2017 meeting or at a later date.

The Public Hearing was closed at 7:55 p.m.

Public Hearing Closed

The next item on the agenda was a briefing on Conceptual Planning Study for Gish's Mill. Pete Peters first commented that earlier this year Council authorized staff to proceed with Hill Studio to conduct a feasibility study on analyzing a number of aspects of the Gish Mill property. He then turned the meeting over to David Hill, with Hill Studios. Mr. Hill make opening comments and then gave a Power Point presentation. (A copy of the presentation is on file in the Town Clerk's Office and will be made a part of the permanent record.) Mr. Hill commented on each phase of the process—investigation, draft concept and development, reviews and concept masterplan. The next step would be to take the draft concepts and host a public meeting to get public comments and then put together a report can be used to solicit developer proposals for the building.

Council Member Scheid asked how important would historic tax credits be for this project. Mr. Hill responded that it would be very important and commented on the national initiative to try and redo

all the tax credits to include the federal investment tax credits.

Pete Peters recommended that we proceed with the public meeting to receive additional input from the citizens. The next steps would be to issue an RFP to see if there are any current interests in the project as it currently stands. There may be investors that would not need the historic tax credits and have an interest in redeveloping the property with other funding sources.

The Mayor asked if Council needed to give their consensus to move ahead and asked if there were any objections to moving ahead with a public meeting. Council gave their consensus. Mr. Peters commented they would schedule the public meeting and would then continue their contract with David Hill to further develop the conceptual plans. If there is an interest in seeking out the historic designations, we would need to continue to work with David Hill on that aspect. After we receive sufficient feedback from citizens, we could issue an RFP to see where we stand and where our baseline is from the private sector.

Council gave their consensus to proceed with a public meeting

Council Member Scheid asked about the parking. Mr. Hill responded that with the current zoning, the calculations for the three different schemes showed two of them needed approximately 57 spaces and the residential concept would only need 41 spaces. Each of the site plans allow for between 41 and 46, which is within 10 spaces of what is required. Also, with the greenway across the street and the trailhead parking, the kind of uses we are looking at might be shared parking.

The Town Manager commented on the issue of the historic tax credits and asked if Council wanted to pass a resolution at the next meeting to send to the legislators in support of restoring the historic tax credits. After further discussion, the Town Clerk was requested to send Council a draft of the Resolution for their review prior to the next meeting.

The next item on the agenda was a briefing on \$119,340.12 grant received from the Department of Motor Vehicles, \$79,560.00 in federal funds and the Town's required \$39,780.00 in-kind match, for the participation in the DUI Task Force Grant. Chief Foster commented that this is a continuation of the previous agreement from last year. Since the inception of this Task Force in March, there have been

215 DUI arrests, 169 suspended or revoked drivers, 22 felony arrests, 38 drug arrests, two stolen vehicles recovered, four weapons charges and a total of 2,815 traffic stops across the four jurisdictions. He recommended that the Town continue being a part of the Task Force because it is a good investment for the Town as well as the entire Roanoke Valley. The Mayor asked if the \$39,780.00 was already in the budget. Chief Foster responded that it will come from their fuel and maintenance and repair line items.

The next item on the agenda was a briefing on \$24,750.00 grant received from the Department of Motor Vehicles, \$24,750.00 in Federal funds and the Town's required in-kind match of \$8,250.00 for Overtime Selective Enforcement, training, and equipment. Chief Foster commented that this is a grant that the Department received last year. As he reported at the last Council meeting, in terms of DUID (driving under the influence of drugs) the Department has surpassed as of September 1, 2017 all of the numbers in 2016. This is due to the availability of these funds that pays our officers to work their off-duty time to focus solely on enforcing DUI laws without having to worry about responding to calls for service. They also gave an additional \$900 this year for training and approved the purchase of two LADAR (laser/radar combination) units.

The next item on the agenda to consider adoption of a Resolution appropriating funds in the amount of \$50,000 received from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) for a Site Assessment and Planning Grant at the site formerly known as Holden's Country Store/Gish's Mill. Anne Cantrell commented that this Planning Grant has already been approved, but the codes for the grant had not been created. The funds have been received and we are asking Council to consider the Resolution to appropriate the budget.

Vice Mayor Hare made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Scheid and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

The next item on the agenda was to consider adoption of a Resolution approving a new General Fund Reserve Policy. The Town Manager first commented that Council was briefed on October 9th of

Adopted Resolution No. 2222 appropriating funds in the amount of \$50,000 received from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) for a Site Assessment and Planning Grant at the site formerly known as Holden's Country Store/Gish's Mill

the proposed changes to the Policy which was originally adopted on November 18, 2014. This will allow the Treasurer to move up to \$1 Million from the General Fund Reserve to the Operating Account for sufficient operational cash flow in the General Fund. The new Policy will be effective immediately upon approval and will supersede and replace any previous version. Anne Cantrell commented that the Town Attorney has reviewed the Policy and the staff recommendation is to approve the new Policy. Vice Mayor Hare commented that this Policy was also reviewed in Finance Committee.

Council Member Scheid made a motion to adopt the Resolution, as revised; the motion was seconded by Council Member Liles and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Adopted Resolution No. 2223
approving a new General Fund
Reserve Policy

The Town Manager read a letter from the Treasurer of the First Christian Church on 6th Street in Vinton expressing appreciation to Walt Nash and his crew at Public Works for the recent sidewalk repair.

Under reports from Council Committees, Council Member McCarty reported from the Public Works Committee. The Western Virginia Water Authority water customers in the Vinton service area whose meters were being read by the Water Authority, but billed by the Town will now be billed by the Authority. The Committee discussed the issue of a privacy fence in the right-of-way on Shelbourne Avenue and recommended that the property owner be required to remove the part of the fence that encroaches the right-of-way. Vice Mayor Hare asked if this should have gone through Planning and Anita McMillan responded that Planning regulates anything on private property, but anything that is in the public right-of-way that is not zoned is handled by administration and Public Works.

With regard to the rights-of-way mowing ordinance, the Committee will be discussing this further and will bring a recommendation back to Council at a later date. They reviewed the refuse collection door hanger that will be used to leave messages for residents that are not complying with the code. There is a new load rating for bridges for Special Hauling Vehicles and the Town's contractor for bridge inspections will be conducting this load rating for the Garthright Bridge. The new Walnut Avenue

Bridge had the rating done at the time of construction.

The Committee discussed vacating portions of two alleys at the 200 block of West Virginia Avenue. The Town Manager commented that there will be a meeting scheduled to further discuss the matter with Mr. Collins at Valley Monument.

The Committee also reviewed the vehicles on the Utility CIP list. The sewer combination jetter/vacuum truck, dump truck outfitted with snow blade and salt spreader and two regular-sized pick-up trucks will be presented as a package in an attempt to find favorable financing.

The Mayor commented that a decision needs to be made about the refuse truck. It involves one of the core services and the existing vehicle continues to cost money. When the truck was previously discussed, a determination was never made as to the type of truck we wanted to buy because we wanted to consider the purchase of certain garbage cans. The Public Works Committee recommended a refuse truck that would be equipped with the hydraulics so that we could in the future use it with trash cans.

Vice Mayor Hare commented that we do not have the funds to pay for the truck and Council needs to decide what we are not going to do this year if this is what we need to fund. Joey Hiner commented that the price of the truck was around \$220-240,000 for the standard truck including the retrofit for the tippers. After further discussion, the Mayor further commented that we need to decide which route we want to go and then decide if we want to finance the purchase or take it out of reserve. He then asked the Finance Committee along with staff to make some recommendations back to Council.

The Mayor commented on the success of the recent Downtown Trick or Treat and the Lunch and Learn sponsored by the Chamber's Economic Development Committee. He announced that the Chamber is promoting a Shop Local time from November 25th to December 2nd and that there are several events coming up for the Veterans Day weekend.

Comments from Council: Council Member Liles reminded everyone of the State of the Town on November 16th and the last Mingle on November 11th.

Council Member Scheid asked if the contract with Macado's required them to be opened by the end of the year. Mr. Peters responded there are terms in the Performance Agreement to that effect, but the incentives will be subtracted from the duration that they are late opening. She then asked if we have an idea what the timeframe is for opening and Mr. Peters responded Saint Patrick's Day is the latest date that he has heard. Council Member Scheid next asked about Dr. Jessup's business and Mr. Peters indicated that the last time he reached out to him that his intention was to move back into Vinton when he got his building back in good shape. He will follow up with him again.

Council Member Liles made a motion to adjourn the meeting; the motion was seconded by Council Member McCarty carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None. The meeting was adjourned at 9:27 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, CMC, Town Clerk

MINUTES OF A WORK SESSION OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, NOVEMBER 14, 2017, AT THE VINTON FIRE STATION, 120 WEST JACKSON AVENUE, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Keith Liles
Sabrina McCarty
Janet Scheid

MEMBERS ABSENT: Matthew S. Hare, Vice Mayor

STAFF PRESENT: Barry Thompson, Town Manager
Susan N. Johnson, Town Clerk

OTHERS PRESENT: Richard Oakes, Vinton Volunteer Fire Chief
William English
Preston Gonzales
Tim Gonzales
Logan Heppinstall
Benny Powell
Donnie Thomas
Matt Thomas

The work session was opened at 7:00 p.m. Chief Oakes reported that he had met with Jennifer Sexton with Roanoke County who provided some literature concerning recruitment for the new generation. He commented on the commercial that the Cave Spring Volunteer Fire Department did for recruitment. The biggest challenge is commitment from the volunteers and then asked if we wanted to continue with the Department. Chief Simon has indicated that there are two more volunteer departments in the County that are almost ready to fold.

Council Member Liles asked if he had followed up with Debbie Adams. Chief Oakes responded that she is waiting to get back with him after this meeting and that she would write an article. He would like to put an advertisement in The Messenger. The biggest recruitment tool for the new generation is through social media, but they do not have anyone who can keep it up. The Mayor asked if the Volunteer Department is chartered and the response was it is chartered through the Town. He wished that the Department could continue because of the tradition in the Town.

Chief Oakes next commented that two or three cannot run the Department and be sufficient and meet the needs of the citizens. After one of the Council meetings, he asked the volunteers to commit to manning the station at least two nights a week, but most of them have not been back. It requires three certified firefighters at a minimum to staff a truck. There was discussion regarding the minimum requirements from Roanoke County to remain insured.

Next, there was discussion about contacting the Jefferson College of Health Sciences to request that they send information out to their students to see if there are those who may already be certified firefighters that might want to volunteer at the department. Chief Oakes next commented that he thought we needed to first prepare a banner for the building and run an advertisement in The Vinton Messenger.

The Town Manager commented that he can contact Carilion and the President of Jefferson College of Health Sciences to see what we need to do to promote the department, but he will need the volunteers to help sell the department once we establish those contacts.

The Mayor next asked if a goal was set to man the station one night a week or one night a month how many new people would be needed. Chief Oakes responded that with the current volunteers they should be able to handle one night a week. Council Member McCarty asked if a schedule had been put out for the volunteers to sign up and making it the volunteer's responsibility to find their replacement. Chief Oakes responded he had not prepared a sign-up sheet, but had let them pick the nights that they wanted to run.

There was discussion regarding preparing a new recruitment video and the Town Manager commented that he would contact Elaine Bays-Murphy with RVTV to schedule a time for them to prepare a recruitment video. It was also discussed putting information on the banner posts at the three entrances into the Town, on the William Byrd High School sign at the corner of Washington Avenue and By-Pass Road and putting a link to an interest form on all social media that individuals can complete on-line.

Council Member McCarty asked the age requirement to volunteer and the response was 16 years old. She asked if someone could contact William Byrd High School to see if they had students who would be interested in volunteering. Chief Oakes responded that they had done that, but it has been several years ago.

The Mayor commented that some good ideas have been discussed and suggested that they get back together in six weeks to see where we are, what has been accomplished and what else needs to be done.

Chief Oakes responded that he would get with Jennifer Sexton regarding the banners and at least get one made for the Fire House. The Town Manager commented that he and Chief Oakes would meet with Anita in Planning on the permitting for the banner. He also requested that the department come up with a recruitment message to get on the website, Facebook and to send to the Chamber.

In response to a question, Chief Oakes explained the VIP program through Roanoke County which provides \$500 a year to those that achieve 80 points by meeting certain requirements. This program is for any certified volunteer or those who are in the academy and are maintaining passing grades.

The work session was adjourned at 8:18 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, CMC, Town Clerk



Town Council Agenda Summary

Meeting Date

December 5, 2017

Department

Finance/Treasurer

Issue

Presentation of the June 30, 2017 Comprehensive Annual Financial Report by Brown Edwards & Company, LLP and consider adoption of a Resolution approving and accepting said Report

Summary

Representatives of Brown Edwards have been working with the Treasurer/Finance Director in order to prepare the audited financial statements for the Town. The firm's responsibility is to express an opinion on these financial statements based on their audit.

In their opinion, the general purpose financial statements present fairly in all material respects, the financial position of the Town as of June 30, 2017 and the results of its operations and cash flows of proprietary fund types for the year ended in conformity with generally accepted accounting principles.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 5, 2017 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, Section 15.2-2511 of the 1950 Code of Virginia, as amended, requires that the Town issue annually a report on its financial accounts and records by a third party certified public accountant; and

WHEREAS, the Finance Department/Treasurer's Office worked with an independent third party accounting firm of Brown Edwards & Company, L.L.P.; and

WHEREAS, John Aldridge of Brown Edwards & Company has forwarded his firm's 2017 audit to the Town Council for review; and

WHEREAS, the firm's opinion letter stated that the financial statements present fairly, in all material respects, the financial position of the Town as of June 30, 2017, and the results of the Town's operations and cash flows of proprietary fund types for the year just ending on June 30, 2017, is in conformity with generally accepted accounting principles.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby receive and accept the Town's June 30, 2017 audit.

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, CMC, Town Clerk



Town Council Agenda Summary

Meeting Date

December 5, 2017

Department

Planning & Zoning

Issue

Briefing on petition of Brigitte Howard for a Special Use Permit (SUP) to operate a family home day care at 1567 South Pacific Drive, Tax Map Number 061.09-01-42, zoned R-1 Residential District.

Summary

Ms. Howard inquired about operating a family home day care in her home. Per Article X. Definitions, Section 10-2(b)(31) of Appendix B, Zoning, of the Town Code, a family day home is defined as a facility whose purpose is providing care for more than five, but less than 13 children.

Per Article IV. District Regulations. Division 2. R-1 Residential District, in order to operate a family home day care in this district, a SUP would have to be applied for and granted.

Attachments

1. Staff report and supporting documents.

Recommendations

No action required

STAFF REPORT

PETITIONER: Rachel Robertson **PREPARED BY:** Karla Turman
CASE NUMBER: 1-12-7 **DATE:** November 29, 2017

A. NATURE OF REQUEST

Ms. Brigitte Howard requests a Special Use Permit (SUP) to operate a family home day care at 1567 South Pacific Drive, Tax Map Number 061.09-01-42, zoned R-1 Residential District.

B. APPLICABLE REGULATIONS

Article IV, District Regulations, of Appendix B, Zoning, of the Town Code
Division 2, R-1 Residential District

§ 4-6. – Intent of district.

The intent of the R-1 residential district is to provide appropriate areas for moderate density single-family residential development and promote a suitable residential environment with necessary community facilities and public services. The district is also intended to preserve the predominant character of established neighborhoods and protect single-family residential areas from encroachment by potentially incompatible nonresidential uses and higher density residential uses.

§ 4-7(b), Special Uses.

(8) Family day care homes.

Article X, Definitions, of Appendix B, Zoning, of the Town Code

§ 10-2. - Words and terms defined.

(31) Family day care home. A single-family dwelling in which a facility as defined in Code of Virginia, § 63.1-195, is operated for the purpose of providing care for more than five but less than 13 children separated from their parents or guardians during a portion of the day, exclusive of the provider's own children and any children who reside in the home. The care of five or less children for portions of a day shall be considered a home occupation.

C. ANALYSIS OF EXISTING CONDITIONS

Background – On July 27, 2016, Ms. Howard obtained a home occupation permit, which allows her to care for no more than five (5) children in her home.

Per Ms. Howard’s application, she would like to be able to provide child care for up to 12 children. Her hours of operation would be Monday – Friday, 7:00 a.m. – 5:30 p.m.

Location – 1567 South Pacific Drive.

Topography/Vegetation –The front of the lot is relatively flat and grassy. The back yard has a slope of approximately 10 feet.

Adjacent Zoning and Land Uses – The properties surrounding the property are zoned R-1 Residential District and are developed with single-family houses.

D. ANALYSIS OF PROPOSED DEVELOPMENT

Site Layout/Architecture - The structure is a 1-story, ranch-style single family house. There is an existing paved driveway, which is approximately 19 feet wide and 35 feet in length. The driveway could accommodate four (4) vehicles, which is in addition to the parking space beside of the house. For a family day home, two (2) parking spaces plus one (1) parking space for each non-resident employee are required.

Site Access – South Pacific Drive, a fifty (50) feet wide right-of-way. Ms. Howard states in her petition that neighbors will be affected by increased traffic during drop-off and pick-up times.

Utilities – The existing structure is served by public water and sewer services. Ms. Howard stated in her application that she would use, and pay for, an increased amount of water.

E. COMPREHENSIVE PLAN/FUTURE LAND USE

The 2004–2024 Town Comprehensive Plan designates this property, as well as all surrounding properties, as a low-density residential use area.

F. STAFF CONCLUSION

The proposed use as indicated in the special use permit application may be considered consistent with the general characteristics of the area.

In the R-1 Residential District, one identification sign not exceeding two square feet in area is permitted on each lot if such sign identifies only the name of the occupant, or announces a home occupation located on the property.

Staff would like to state that, with a special use permit request, the Planning Commission and Town Council are given the opportunity to review the proposed request and impose such conditions as reasonably necessary to ensure the use will be compatible with the surrounding area and consistent with the purposes of the Zoning Ordinance. One such condition could be that any permitted sign be required to be placed on the house, and shall not be a free-standing sign.

F. ACTION NEEDED

The Planning Commission will need to decide whether to recommend approval or denial of the request to the Vinton Town Council.



Town Council Agenda Summary

Meeting Date

December 5, 2017

Department

Administration

Issue

Briefing on the Town receiving a \$3,000 CDBG Planning Grant from the Department of Housing and Community Development (DHCD) to assist the Town in assessing the potential for developing a Housing Rehabilitation Program for neighborhoods adjacent to the Downtown Business District.

Summary

Vinton staff recently applied to DHCD for a Planning Grant to conduct the initial public input and physical assessment necessary to determine if a Housing Rehabilitation Program would be feasible and worthwhile.

Staff will have until January 15th to conduct several sessions of public and stakeholder input, conduct a physical assessment of the proposed project area and submit a summary report to DHCD. If accepted, the project could then potentially be selected to proceed to the next phase of grant funding to fully develop a Housing Rehabilitation Strategy and Plan of Work for a future Community Development Block Grant (CDBG).

The initial \$3,000 planning grant requires no match, although the reimbursement is contingent to the staff meeting the January 15th deadline.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

December 5, 2017

Department

Finance/Treasurer

Issue

1. Finance Committee
 - a. Financial Reports for September 2017 and October 2017

Summary

The Financial Reports for the periods ending September 30, 2017 and October 31, 2017 have been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee met on November 21, 2017 and will make a presentation to Council at their Regular Meeting.

Attachments

September 2017 Financial Report Summary
October 2017 Financial Report Summary

Recommendations

Motion to approve the September and October 2017 Financial Reports

Financial Report Summary
Month Ending September 30, 2017

THE TOWN OF
VINTON
 VIRGINIA



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,563,152	1,150,872	705,800	1,066,030	(84,842)	93%
Accrued Revenue		0	0	0		
Total Adj. Revenues	8,563,152	1,150,872	705,800	1,066,030	(84,842)	93%
Expenditures	8,563,152	1,936,848	524,088	1,761,609	(175,239)	91%
Revenues over/(under) Expenditures		(785,976)	181,712	(695,579)		
Utility Fund 300						
Revenues	3,742,150	701,554	114,593	730,180	28,626	104%
Accrued Revenue		0	0	0	0	
Total Adj. Revenues	3,742,150	701,554	114,593	730,180	28,626	104%
Expenditures	3,742,150	1,040,094	234,050	766,379	(273,716)	74%
Operating Expenditures	3,742,150	1,040,094	234,050	766,379	(273,716)	74%
Revenues over/(under) Expenditures		(338,540)	(119,458)	(36,198)		
Stormwater Fund 600						
Revenues	428,042	107,011	35,670	107,010	(0)	100%
Expenditures	428,042	97,405	43,487	88,623	(8,782)	91%
Revenues over/(under) Expenditures		9,605	(7,817)	18,387		
Total All Funds						
Revenues	12,733,344	1,959,436	856,063	1,903,221	(56,216)	97%
Expenditures	12,733,344	3,074,347	801,625	2,616,611	(457,737)	85%
Revenues over/(under) Expenditures		(1,114,911)	54,438	(713,390)		

Financial Report Summary
Month Ending October 31, 2017

THE TOWN OF
VINTON
 VIRGINIA



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,563,152	1,482,452	416,756	1,482,787	335	100%
Accrued Revenue		0	0	0		
Total Adj. Revenues	8,563,152	1,482,452	416,756	1,482,787	335	100%
Expenditures	8,563,152	3,035,915	700,237	2,461,846	(574,069)	81%
Revenues over/(under) Expenditures		(1,553,464)	(283,481)	(979,059)		
Utility Fund 300						
Revenues	3,742,150	1,167,044	38,328	768,508	(398,536)	66%
Accrued Revenue		0	0	0	0	
Total Adj. Revenues	3,742,150	1,167,044	38,328	768,508	(398,536)	66%
Expenditures	3,742,150	1,317,384	278,883	1,045,261	(272,123)	79%
Operating Expenditures	3,742,150	1,317,384	278,883	1,045,261	(272,123)	79%
Revenues over/(under) Expenditures		(150,340)	(240,555)	(276,753)		
Stormwater Fund 600						
Revenues	428,042	142,666	35,670	142,681	14	100%
Expenditures	428,042	127,740	26,912	115,535	(12,204)	90%
Revenues over/(under) Expenditures		14,927	8,758	27,145		
Total All Funds						
Revenues	12,733,344	2,792,162	490,754	2,393,975	(398,187)	86%
Expenditures	12,733,344	4,481,039	1,006,032	3,622,642	(858,397)	81%
Revenues over/(under) Expenditures		(1,688,877)	(515,277)	(1,228,667)		